

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

**REQUEST FOR PROPOSALS
FOR
YOUTH SUPPORTED HOUSING
Essex County
Funding of
\$259,205 Available-Funding
Capped at \$55,000 per youth**

January 28, 2010

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FUNDING AGENCY

State of New Jersey
Department of Children and Families
222 South Warren Street
P.O. Box 729
Trenton, New Jersey 08625-0729

Section I – General Information

A. Purpose-Essex County Youth Supported Housing:

The New Jersey Department of Children and Families (DCF) announces the availability of grant funding for the purpose of creating supportive housing options and services for adolescents ages 16 - 21. The Request for Proposal (RFP) encourages the development of innovative supportive housing services, based on best practice models, accompanied by the use of independent living skills to promote self-sufficiency (as discussed in Section III E of this RFP), and to prevent homelessness and/or entry into the criminal justice system. For the purposes of this RFP, supportive housing means housing with supportive services. Various housing models can be used to provide these services. Because this program will be funded through the New Jersey Homeless Youth Act, the program awarded funding will have to be licensed through the Office of Licensing in the Department of Children and Families. It is anticipated that the result of this RFP will be a net increase in the capacity of programs to address the needs of this population.

This RFP invites eligible providers to submit proposals for the purpose of awarding funds, through an open competitive process, to public or private agencies, whether for profit or not-for-profit. This process will provide an opportunity to develop a variety of innovative programs in Essex County, based on best practices, to address the housing needs, and supportive service needs of the target population. A total of \$259,205.00 for supportive housing and services including case management, life skills, counseling and other services is available through the DCF.

Applicants to this RFP will be expected to address the multiple needs of the target populations within their programs. This RFP will promote new supportive housing opportunities that will provide access to a continuum of quality services that will meet their employment, educational, career preparation needs, as well as teaching financial literacy and other independent living skills. Programs should also address the emotional and maturational challenges facing youth moving towards adulthood. Services are intended to be individualized and focus on each tenant/resident's

unique needs. The array of services can assist the youth in becoming productive adults.

Special Notices:

Potential Bidders must

1. *Provide email or fax notice to DCF of their **intention to bid by 4pm on March 9, 2010**. Bidders who do not provide email notice to DCFASKRFP@dcf.state.nj.us or by fax to 609 292-3767 shall be disqualified. The form for the Notice of Intention to Bid can be found on the web at www.nj.gov/dcf*
2. *Attend a mandatory bidders conference on **March 4, 2010, 2pm** at 222 S. Warren Street, Trenton, NJ 08822*

B. Background:

In New Jersey, as well as nationally, research confirms that homeless youth are in need of safe and stable housing and services that improve life skills that can offer young people the developmental environment they need to become contributing members of society. Further, it is estimated that 30 to 40% of homeless adults were homeless as children. Many of the homeless youth do not have the skills to obtain stable employment, secure adequate housing, or perform the other necessary steps to become truly independent. These tasks are difficult for any adolescent to master. They are especially challenging for this population because they have depleted resources and strained familial relationships. Some may have experienced multiple moves that impact not only on their behavior but their educational status as well. The Supportive Housing for Homeless Youth Initiative (Initiative) is designed to provide youth with opportunities to transition successfully to adulthood and to prevent homelessness or incarceration.

C. Services to be Funded:

1. Target Population

This RFP will increase the capacity of supportive housing options for this population in Essex County by creating new housing for homeless youth.

The priority population is "Homeless Youth," as defined by the New Jersey Homeless Youth Act (HYA). This population is defined as youth between the ages 16 to 21, who may or may not have current involvement with DCF or their local Family Crisis Intervention Unit. Many of these youth do not have the resources of a family and are at risk of exploitation and of becoming involved with the juvenile justice system. This population may include youth living in Basic Center Shelters, youth who do not have a stable living environment, and/or former DYFS youth who find themselves in any of these situations. Additionally, as previously mentioned, national

research has indicated that there is an overrepresentation of individuals with a history of involvement with the child welfare system in the homeless population. Therefore, it is imperative that this RFP provide services that ready these two populations for independence and prevent them from becoming permanently homeless.

2. Referrals and Collaboration with DCF

Referrals for homeless youth may come from the Basic Center Shelters, DYFS workers, youth independent living skills programs, Street Outreach, or aftercare programs.

Collaboration with key stakeholders in the youth's life to support his/her self-sufficiency is critical to the success of the homeless youth as well.

3. Evaluation and Outcome Measures

In order to determine the success of the model and/or design of the funded programs, agencies will be expected to participate in DCF evaluation studies and to provide outcome data on their tenants/residents.

Programs will be expected to document successful housing retention and household skills outcomes, achievement of educational and/or employment goals and improved mental and physical health. Such outcomes should include:

- The percentage of participants who maintain housing six months after leaving the program;
- The percentage of participants who achieve and maintain meaningful employment lasting at least six months that will provide a means of permanently sustaining themselves;
- The percentage of youth who entered the program without a high school diploma or GED will have enrolled in high school or a GED program three months after entering the program;
- The percentage of youth who have goals of seeking post-secondary training or education are enrolled in an educational program six months after coming to the program;
- Percentage of program participants who will have had regular medical and dental check-ups and follow-up treatments as necessary.

Applicants must document the strategies that will be employed to accomplish these outcomes within their proposal. For the first year of operation applicants are requested to propose proxy measures to measure those outcomes which will be demonstrated when youth complete the program. Additional goals should be generated from the

individualized service plan and must be documented in measurable steps toward the ultimate goal of independence and self-sufficiency.

4. Supportive Housing Model

The RFP will fund programs in Essex County with priority given to projects that meet geographic and sub-population needs. (See Section E below). The nature and scope of the requests will guide the size and number of programs that are ultimately funded.

Supportive housing programs will be either a group home model, treatment home model, or single site apartment model with on-site supervision. Scattered site programs are not acceptable. Programs will be required to be licensed under the following:

DCF's Office of Licensing's *Manual Requirements for Children's Group Homes* (NJAC 10:128-1.1 et al available at :

<http://www.state.nj.us/dcf/divisions/licensing/GHmanual.pdf>). Applicants shall provide information that demonstrates that the proposed facility can be licensed within three to six months.

Respondents to the RFP must demonstrate that they will use the NJ Competency Based Assessment System for Life Skills (See Section III E of this RFP for further details) to assess the needs of the youth, and to determine which type of services and training that will assist youth to maintain housing, meet educational and employment goals and achieve self-sufficiency. The housing portion of this process will also assist programs in determining if youth have the appropriate housing skills to be successful in the program. The key to a successful program will be the provision of services to the residents and the appropriate supports and training commensurate with their needs.

Because of the emergent need for this service, it is the expectation of DCF that the grantees will provide services within three months from the award of these funds and that the housing program will be operational within six months of the award of contract at the permanent site. If the applicant cannot provide services and/or housing in the first three month to six months, the proposal should demonstrate an interim plan for providing services to the target population, and the costs for implementing those interim plans so that these time frames can be met.

5. Program Services

Acknowledging that there is no one ideal best practice model for housing services, which meets the needs of all youth, a program's design should incorporate a goal of not only providing a safe suitable living environment

but to also provide services and links to services that empower the targeted populations to reintegrate into their communities as independent and self-sufficient adults. The program will assist the youth in developing the skills necessary to:

- Maintain permanent living arrangements;
- Obtain gainful employment;
- Obtain necessary supports to complete or further their education;
- Access and obtain community resources;
- Access appropriate mental health, substance abuse and other treatment services;
- Obtain appropriate medical care, including preventative health services;
- Obtain necessary services to complete or further their education; and
- Access to services to address any financial education services to address any financial issues and asset building skills.

Additionally, programs will incorporate a philosophy of positive youth development into their program and will demonstrate within their proposal how this will be accomplished. Positive Youth Development requires that adults work with youth, giving them a voice, involving them in the development of services and policies that will impact their life, and working from a strength based approach. Some examples of positive youth development are creating a Youth Advisory Board for the agency/program, soliciting youth input into the design of the program, or developing a Speakers Bureau.

Since the ultimate goal of the program is to ensure that residents of these programs achieve self-sufficiency, all programs will be expected to state their capacity to teach the youth life skills. Agencies applying for these funds will be expected to utilize New Jersey Competency Based Assessment System for Life Skills which incorporates the Ansell-Casey Life Skills Assessment the programs utilized in New Jersey to assess and teach youth life skills. Program staff will be mandated to attend the training sessions associated with this assessment system and planning sessions sponsored by DCF's Office of Adolescent Practice and Permanency. Programs must agree to bring youth involved in their program to relevant trainings and events sponsored through the DCF's Office of Adolescent Practice and Permanency. Programs will also participate in client data collection efforts mandated under the John Chafee Foster Care Independence Program, National Youth in Transition Database, as well as DCF Youth Supportive Housing Initiative program evaluation requirements.

F. Geographic and Demographic Restrictions

The RFP was developed in order to expand and improve the availability and delivery of supportive housing for the eligible population in Essex County.

NOTE: Agencies not currently located in these counties can make application but shall address how the youth will maintain their residency in Essex County.

SECTION II - Funding Availability

A total of \$259,205.00 for housing/residential operations and supportive services is available through this RFP for supportive housing through federal funding. Grants awarded through this RFP will continue in subsequent state fiscal years, contingent upon continuation funding in the budget and achieving outcome measures above.

A. Program Funding

Agencies will be required to submit budget proposals that distinguish requests for housing/residential operations and supportive services operations. Funds awarded to all selected providers represent a maximum allocation, contingent upon the provider's compliance with federal and state rules and regulations and the quality and level of services provided, as measured by DCF. Proposals should clearly state the amount of funds being requested through this RFP. Funding is capped at \$55,000 per youth. Documentation of proposed costs for supportive services must be provided in the application:

1. The obligation of DCF to implement the terms of this RFP and the resulting contracts is contingent upon the availability of appropriated funds from which payment for contract services can be made. No legal responsibility on the part of DCF for payment shall be made unless and until funds are made available to DCF from the Legislature or Federal Government and incorporated into the DCF budget for this purpose. The DCF reserves the right to request agencies to clarify components of their proposals and may request agencies to make modifications to their proposals regarding the amount of funding and the level of services to be provided.
2. The Department of Children and Families assumes no responsibility or liability for the costs incurred by an applicant for planning or preparing a proposal in response to this announcement.

3. Grant funds cannot be used to supplant existing funding sources and must be used to create new supportive housing capacity for aging out and/or homeless youth. Agencies are required to document the source and location of new units to be created in response to this proposal. If applicants propose to add capacity to existing programs currently licensed, the proposal will clearly delineate the expansion.
4. Applicants must demonstrate that they will be able to meet the licensing standards outlined in the Office of Licensing's *Manual Requirements for Children's Group Homes*. If the proposal is dependent on the purchase or renovation of a building, the applicant should also review the Manual and document how the project will meet the licensing standards.

B. Funding Information:

For the purpose of this initiative, the Department will make available \$259,205.00. Applicants need to submit a detailed spending plan.

Matching funds are not required.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

C. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues or corrective action plans must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.

8. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 10 days of contract execution.
9. Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy.
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-800-705-5711 or inquire on-line at <http://www.dnb.com>
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

D. RFP Schedule:

1/ 28/10	Notice of Availability of Funds
1/ 28/10 to 3/3 /10	Notice of Attendance at Bidders Conference sent to DCFASKRFP@dcf.state.nj.us
3/4/10 2 to 4 pm	Mandatory <u>Bidders</u> Conference Technical Assistance at 222 South Warren Street, Trenton, NJ 08625, First Floor Conference Room. Questions may be sent in advance to DCFASKRFP@dcf.state.nj.us
3/9/10	Potential Bidders must provide email or fax Notice of their Intention to Bid by 4PM . Bidders who do not provide email notice to DCFASKRFP@dcf.state.nj.us or by fax to DCFASKRFP at 609 292-3767 shall be disqualified. The form for the Notice of Intention to Bid can be found on the web at www.nj.gov/dcf
3/11/10	Any Clarifications Resulting from the Bidders Conference shall be posted on the DCF website
3/22/10	Deadline for Receipt of Proposals by 12:00PM
4/20/10	Notification/Award Announcement
4/27/10	Deadline for Appeals

All proposals must be received by 12:00 PM on or before 3/22/10. Proposals received after 12:00 PM will **not** be considered. Applicants should submit one (1) signed original and **10 copies of the proposal**, including a signed cover letter of transmittal as indicated below.

Proposals must be delivered either **in person** or via **commercial carrier** to:

Catherine Schafer, Director of Audit and Contract Negotiation
 Department of Children and Families
 PO Box 729

E. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF staff will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or subject to immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary review process:

- The application was received prior to the stated deadline
- The application is signed and authorized by the applicant entity's Chief Executive Officer or equivalent
- The applicant conforms to the specifications set forth in the RFP.

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference commencing at the time and in the place specified below. Failure to attend the Bidders' Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Evaluation team, the bidders that are the subject of the tie will provide

a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered	10 Points
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Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements	20 Points
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Background of organization and staffing explained	10 Points
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Speakers were knowledgeable about topic	5 Points
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Speakers responded well to questions	5 Points
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The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so.

The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an indication of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

F. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs
Contract Appeals
PO Box 729
222 South Warren Street
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

G. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment. Applicants may request a Post Award Review by contacting:

Catherine H. Schafer
PO Box 729
222 South Warren Street
Trenton NJ 08625

Post Award Reviews will not be conducted after 5/21/10.

H. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf. After accessing the DCF web page, click on Contract & RFP Info. Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding. Upon receipt of the award announcement, and where appropriate, selected applicants will be required to submit one (1) copy of the following documents, if applicable:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Copy of the agency's annual report to the Secretary of State
- Job descriptions of key personnel, resumes and current salary ranges
- Current and proposed agency organizational charts and staffing patterns
- Current/dated list of agency Board of Directors and their terms of office
- Copy of agency code of ethics and/or conflict of interest policy

- Letters of Commitment/Affiliation Agreements
- Current and proposed agency organizational charts and staffing patterns
- Statement of Assurances
- Certification regarding Debarment
- Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
- All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
- Proposed Program Implementation Schedule
- Copies of all applicable licenses
- DCF Annex B Budget Forms

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section III – Application Instructions

A. Proposal Requirements:

The proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 20 page limitation for this section of the application. A point reduction of one point per page will be administered to proposals exceeding the total number of pages. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, the Appendix including the Annex B budget pages, and attachments do not count towards the narrative page limit. Proposals may be bound or fastened by staple or heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

All applications are expected to include concrete performance measures to document outcomes relating to housing, education, occupation and health for the program's tenants/residents. In addition the following are the areas that are to be addressed in the proposal and the point value assigned to each section.

B. Review Criteria

1. Agency Capacity (5 points maximum)

Describe the history of the agency. A general description of the agency must be provided. The description should include: the organization's mission, vision, purpose, and goals as they relate to the delivery of

services for aging out and/or homeless youth in this RFP. The agency's approach to services/treatment, the table of organization, and any relevant guiding principles must also be included. The anticipated relationship between the agency and DCF should be noted. Copies of any audits or reviews received from DCF or other State entities from 2006 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position

2. Program Narrative (20 points maximum)

The narrative should demonstrate the applicant's ability to provide services that meet, enhance, and add to the completeness of services to the aging out and/or homeless youth population, as well as, information on current programs managed by the applicant and the funding sources utilized consistent with this RFP.

The applicant must provide a brief (no more than two pages) program description that includes the following:

- Target population and total number of youth to be served;
- Location of the project (including the way the applicant will address the targeted areas;
- Description of the service model to be utilized note: acceptable supportive housing programs will be licensed under the DCF's Office of Licensing's *Manual Requirements for Children's Group Homes* (NJAC 10:128-1.1 et al available at <http://www.state.nj.us/dcf/divisions/licensing/GHmanual.pdf>, and will be either a group home model, treatment home model, or single site apartment model with on-site supervision. Scattered site is not acceptable;
- Demonstration of the expertise, the experience, and/or the capability to operate and deliver the proposed services;
- Concrete performance measures to document outcomes relating to housing, education, occupation and health for the program's tenants/residents. In addition the following are the areas that are to be addressed in the proposal and the point value assigned to each section
- The organizational structure that will be utilized for providing all services; and
- A justification to substantiate the applicant's ability to meet the objectives stated and the factors that establish the applicant's capability to provide services. A brief description of the applicant's history, purpose, goals and objectives, and evidence of experience

with direct services to aging out and/or homeless youth should be included.

3. Service Plan (20 points maximum)

The service plan should address the following:

- A comprehensive description of the target population, and the services appropriate to meet their needs;
- Specific admission, exclusion, and discharge criteria and planning process;
- Specific information on the geographic areas to be served, and how services will be coordinated with other programs, community resources, and/or agencies;
- Any issues and/or barriers that will need to be addressed in order to provide services within three months after contracting;
- A demonstration of how youth will be involved in giving input to the design of the program and efforts to develop a youth advisory board for the agency/program; and
- A description of each service to be provided, including the specific purpose and goals of each. This should include the types of services, how they will be provided, and level/qualifications of staff that will be providing the services. The service areas which must be addressed by the transitional living programs should include but are not limited to:
 - Independent living skills using the New Jersey Competency Based Assessment for Life Skills also utilizing the portfolio process for highlighting the youth's strengths and accomplishments;
 - Family reunification, when possible, or when it is not, a connection to family, friends, or other significant adults in the youth's life, as appropriate;
 - A description of the assessment process to address mental health and other issues related to trauma, and facilitation and linkages to mental health services if needed;
 - A description of the assessment process to address substance abuse issues, and the facilitation and linkages to services as needed;
 - Recreational services;
 - Educational services and/or facilitation to educational services including providing access to scholarships for post-secondary education sponsored through DCF;
 - Assistance in planning for future long-term permanent housing appropriate to the youth's needs and income;
 - Instruction on landlord tenant rights;
 - Development of an individual transitional plan for each resident;

- Assistance in accessing other social services as may be appropriate,
- A demonstration of the relevant services and ancillary agencies that will be utilized by the applicant. Please include existing relationships and those agencies that are expected to be referral sources for these services;
- Demonstrate the internal coordination with programs available thorough the applicant agency;
- A description of how formal coordination and referral agreements with other community agencies will be accomplished;
- A description of the agency's coordination with the DYFS worker on open DYFS cases, participation in Family Team Meetings where this mechanism is being utilized and other efforts at case coordination; and
- A demonstration of community participation including a description on how community members and clients will participate in the function of the applicant's organization, and plans to involve the youth in either the DCF-sponsored Youth Advisory Boards or agency-focused Youth Advisory Boards. Agencies that solicit input from youth on the design will be considered most favorably.
- The proposal's ability to identify and address the needs of the bi-lingual/bi-cultural youth who will be served in this program. Demonstrate how the applicant currently addresses the needs of multilingual/multicultural clients in general, and how it will specifically address the needs of multilingual/multicultural youth who are eligible to receive services through this proposed program. Describe how access to the program, the program itself, and how outreach and referral are culturally relevant and linguistically appropriate for the population to be served, including the client and family. Identify the actions to be taken to ensure that the needs of multilingual/multicultural clients are served.

4. Staffing Pattern and Services Budget (Maximum 20 points)

A proposed staffing pattern must be supplied including job descriptions. The proposal should highlight any partnerships with organizations that will be providing services to the target population. (Letters from partnership organizations must be attached and indicate the scope of services to be provided).

The proposal should demonstrate reasonableness of the proposed services budget considering the needs of the population, the anticipated outcomes, the scope of services to be provided and the ratio of costs (total vs. administrative) and should reflect evidence of the existence of adequate resources.

A completed annualized budget proposal (Annex B) Budget Information Summary (PI.04 Attachment C) must be included. Separate budget sheets should be used for any start-up, facility, or housing costs. These budget costs should be noted on a separate budget sheet from the operational and service related costs.

The proposal should demonstrate how other funding sources will be leveraged to be used for the development and operation of the program. Description of other funding sources obtained or applied for by the applicant that will leverage the state funding to implement and support the project. If other funding sources are being used, applicant will certify that use of both funding sources may be used simultaneously.;

5. Housing Plan (Maximum 20 points)

Strong proposals will demonstrate the following:

- Evidence of site control, e.g. property deed, option to purchase, executed contract of sale;
- Project development budget letter(s) of commitment for financing for acquisition, rehabilitation, and/or construction;
- Evidence of application for access to operational and or/service funds, e.g. federal, United Way, local, or other private funding (Please list the examples and include a description of the leveraging strategies in the Attachments Section of the RFP response)
- Evidence of commitment from a landlord to provide rental units.

6. Implementation Plan (Maximum 15 points)

The Implementation Plan should include objectives, timeframes, and milestones. Included in this section should be a narrative demonstrating how services will be provided within three months of contract award of funds for services or within six months or an interim plan, if appropriate.

The implementation plan and objectives should address both the services and residential/housing components of the proposal. The implementation plan must include a timetable for implementing the proposed services, including a phase in of when clients will be accepted into the program.

SECTION IV - Required Supporting Documents:

Applicants must submit a complete application signed and dated by the Chief Executive Officer or equivalent. All applications/proposals submitted in response to this RFP **must be organized** in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative and Requirements-see Section III above
 - A. Agency Capacity
 - B. Program Narrative
 - C. Service Plan
 - D. Staffing Pattern and Services/ Budget Narrative
 - E. Housing Plan
 - F. Implementation Plan

Part II: Appendices

The following is a listing of required supporting documentation to be included in the following order with the submission of the RFP as appendices. Failure to provide any or all of the following required documentation will result in a deduction of up to five (5) points per missing or incomplete item from the applicant's total score.

1. Job descriptions of key personnel.
2. Current and proposed agency organizational charts
3. Current/dated list of agency Board of Directors
4. Copy of agency code of ethics and/or conflict of interest policy
5. Letters of Commitment/Affiliation Agreements
6. Statement of Assurances*
7. Certification regarding Debarment*
8. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
9. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
10. Copies of all applicable licenses
11. DCF Annex B Budget Forms* A completed annualized budget proposal (Annex B) Budget Information Summary (PI.04 Attachment C) must be included. [See Appendix,] Separate budget sheets should be used for any start-up, facility, or housing costs. These budget costs should be noted on a separate budget sheet from the operational and service related costs.
12. Copy of licensing certificate for the residency to be funded.
13. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>
14. Copies of any audits or reviews completed or in process by DCF or other State entities from 2006 to the present. If available, a corrective action

- plan should be provided and any other pertinent information that will explain or clarify the applicant's position.
15. Current Single Audit Report
16. Current IRS Form 990

- * Standard DCF forms are available at www.nj.gov/dcf.
- ** Chapter 51 forms are available on the Department of the Treasury website at: <http://www.state.nj.us/treasury/dpmc/forms.html>.

(Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

SECTION V - Requests for Information and Clarification

Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP. Applicants may request information and/or assistance from DCFASKRFP@dcf.state.nj.us until the Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference. Questions may be emailed in advance of the bidders conference to DCFASKRFP@dcf.state.nj.us.

Bidders Conference/Technical Assistance

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated below. All prospective applicants must attend a Bidders' Conference and participate in an on site registration process in order to have their applications reviewed. Failure to attend the Bidders' Conference will disqualify individuals, agencies, or organizations from the RFP process. In addition, all applicants are encouraged to confirm their attendance by emailing us at DCFASKRFP@dcf.state.nj.us prior to the scheduled date of the meeting:

Date: March 4, 2010
Time: 2 pm to 4 pm
Address: 222 South Warren Street
Trenton, NJ 08625
First Floor Conference Room

Inclement weather will not result in the cancellation of the Bidders Conference unless it is of a severity sufficient to cause the official closing or delayed opening of State offices on the above date. In the event of the closure or delayed opening of State offices, the Bidders Conference will be cancelled and then held on an alternate date.

Participants requiring any special accommodations are asked to advise the DCF contact person at the above-mail address noted above.